



Staying Safe with Medicines

South West Medicines Information & Training

Information for the organisational leads when using this tool as part of the SWMIT Medicines Management Scheme

As the organisational lead, you should be the person designated by the Trust to oversee the facilitation and implementation of the medicines reconciliation training for healthcare professionals in your organisation.

Registering your organisation and as the lead:

- Submit your personal and organisation information to South West Medicines Information & Training by email to: swpharmacy.training@UHBristol.nhs.uk
- Your organisation will be entered onto the database and you will be recorded as the administrator
- You will then be sent your welcome pack which will include the implementation workshop CD rom

Once you have been registered as the organisational lead, you need to take the following steps:

1. set up the wards/departments within your organisation
2. register your intended assessors as learners and assign them with a ward or department
3. register yourself as an assessor with the same designated ward or department as the learner you wish to assess, in order to review the results of your intended assessors stage 1 and 2 assessments and issue them with their certificates

Authorising the registration of assessors

- The learner will need to inform you of their intention to become an assessor
- An assessor should be a healthcare professional who is certificated in medicines reconciliation – stages 1 & 2
- You must ensure that the candidate is appropriate for the assessor role before deciding whether or not to authorise the application
- You will need to register the assessor onto the system and issue them with a username and password
- You will need to designate a ward or department for the assessor

- You can then either approve the application, or deny and approve at a later stage

Using the database:

- As the organisational lead you will be able to view how many learners and assessors are registered onto the programme within your organisation
- It is your responsibility to ensure that the assessors seeking approval for registration have been certificated at stage 1 & 2 before authorising their registration